



PAPUA NEW GUINEA PUBLIC SERVICE



JOB DESCRIPTION

1. IDENTIFICATION

DEPARTMENT: Commerce and Industry	SYS. POSN. NO: 0230000113	REF. NO: CIIA.09
WING: Operation	DESIGNATION/CLASSIFICATION: Senior Project Officer	GRADE: 13
DIVISION: Industry	LOCAL DESIGNATION: Senior Project Officer	
BRANCH: Industry Assistance	REPORTING TO: Principal Business Analyst – Industrial Liaison & Support	SYS. POSN. NO: 0230000043
SECTION: Industry Assistance	LOCATION: Waigani, P.O Box 375, NCD, Mutual Rumana, Ground Floor - 2 nd Floor	REF. NO: CIIA.07

HISTORY OF POSITION

FILE REF.	DATE OF VARIATION	DETAILS
(Agency Reference/File No.)	(Structure approved date)	(Record of how position has changed)
140	16 – 03 – 2000	Restructure
159	11 – 07 – 2007	Restructure
182 – OD 2.3 / 30062014	30 – 07 – 2015	Restructure
189	06 – 12 - 2018	Restructure

2. PURPOSE

The Senior Project Officer is responsible for liaising and assisting in advising the domestic industries on government policy interventions.

3. DIMENSIONS

The Senior Project Officer reports directly to Principal Business Analyst – Industry Liaison & Support for all duties.

4. PRINCIPAL ACCOUNTABILITIES

- 4.1 Assist the Principal Business Analyst and provide relevant support to the domestic industries on introduction of government policies,
- 4.2 Provide strategic directions and guidance on implementing of domestic industries,
- 4.3 Implementation of Project Steering Committee recommendations and resolution in implementing domestic industries,
- 4.4 Inter-department and private sector consultations in implementing the domestic industries,
- 4.5 Procurement of goods and services to implement domestic industries.

5. MAJOR DUTIES

- 5.1 Assist in undertaking research into global business trends and prepare quantitative technical report to identify areas of improvement for domestic industries,
- 5.2 Liaise and assist in providing advice on business strategies to domestic industries on government policies to improve their productivity and competitiveness,



- 5.3 Prepare NEC submissions, briefs, and reports on government policies affecting domestic industries,
- 5.4 Carry out any tasks/activities/duties as directed by the Principal Business Analyst or Assistant Secretary (Industry Assistance)
- 5.6 Represent the department at various domestic and international meetings, conferences and forums,
- 5.7 Perform other tasks delegated by Assistant Secretary – Industry Assistance and Principal Business Analyst – Industry Liaison & Support.

6. NATURE AND SCOPE

The Senior Project Officer is a senior position and:

1. Provide advice on business strategies to domestic industries to improve their productivity and competitiveness,
2. Act on all directives on behalf of the Assistant Secretary - Industry Assistance and Principal Business Analyst – Industry Liaison & Support.
3. Liaise with other government departments, CSAs and private organizations and provide support to First Assistant Secretary – Industry and the senior management.

6.1 WORKING RELATIONSHIP

6.1.1 Reporting

- To the Principal Business Analyst – Industry Liaison & Support on the business trend of specific industries either domestically or globally and provide analytical advice to support the development and productivity of these industries.

6.1.2 Internal

- First Assistant Secretary – Industry on all administrative duties,
- Assistant Secretary – Industry Assistance on specific industries either domestically or globally and provide analytical advice and business strategies to support the development and productivity of these industries,
- Assistant Secretary – Industry Development on other work matters,
- Other Divisional Heads, Project Managers, Assistant Secretaries and senior officers on work matters.

6.1.3 External

- Liaise with other government departments, private institutions and external stakeholders to provide analytical advice on government policies and business strategies to the domestic industries,
- Liaise with other donor partners on matters concerning the mandate of the department.
- Establish linkages with Provincial Governments and signed MOA MOUs or project agreements to implement on-going industrial development Projects.

6.2 WORK ENVIRONMENT

- This is a senior position responsible for providing advice on business strategies to domestic industries to improve their productivity and competitiveness to the Principal Business Analyst – Industry Liaison & Support. The incumbent would be a professional with extensive knowledge and experience investments, project development, research and development.



7. CONSTRAINTS FRAMEWORK AND BOUNDARIES

7.1 Rules and Procedures

The Senior Project Officer is guided by:

- The Mandate and Core business of the Department,
- Various Legislations including Public Service General Orders 2014, Public Service (Management) Act 2014, Public Finance (Management) Act, Audit Act, Financial Instructions, and other Industry regulations,
- The PNG Constitution,
- Organic Law on Provincial and Local Level Government.
- Gazettal by Head of State on Ministerial Powers and Functional Responsibilities.
- Vision 2050 and related Development and Implementation Plans

7.2 Decisions

- Set goals, targets and priorities of the Industry Assistance Branch,
- Set and priorities work plans and activities,
- Review of work procedures and processes,
- Conflict management and resolution,

7.3 Recommendations

- Relevant finance and human resource management strategies,
- Implementation of the Department's Corporate and Management Plans,
- Facilitate dialogue with service providers and other clients,
- Improve budget coordination and implementation,
- Improve asset management,

8. CHALLENGES

- Budget and support services,
- Compliance to Public Service (Management) Act and Public Finance Management Act,
- Maintain best business practice and human resource,
- Change management,
- Alignment of audit strategies to Department's Corporate Plan,
- NEC Directives and Decisions on Audit matters,
- Stakeholder collaboration and Team work
- Restriction to industry information and data.

9. QUALIFICATIONS, EXPERIENCE AND SKILLS

9.1 Qualifications

- A minimum of Bachelors Degree or preferably a Masters Degree in Business Economics, Project Management, Commerce or other related discipline from a recognised University.



9.2 Knowledge

- Working knowledge of office administration or management,
- Sound knowledge of Government Financial Accounting System and Integrated Financial Management System (IFMS),
- Familiar with Human Resource Management
- Thorough knowledge of the Government Policy framework,
- Knowledge of Integrated Financial Management System, Public Finance Management Act and Public Service Management Act.
- Knowledge of Public Policy and other National Development Plans including MTDP II & III.
- Knowledge of legislations and regulations pertaining to the Department mandate

9.3 Skills

- Demonstrate ability in planning, managing and taking on risks and challenges,
- Proficiency in management and governance,
- Demonstrated ability to build relationships with staff and clients,
- Ability to negotiate and reach understanding on mutual outcomes,
- Demonstrates public service professionalism and probity,
- Maintains good image of the Office of the Secretary and the Department
- Good report writing and oral communication,
- Computer literate and can type at minimum of 100wpm.

9.4 Work Experience

- A minimum of five (5) years work experience in government agencies or private sector with background in Business Economics, Project Management or Research & Development.

STATEMENT SIGNED BY OCCUPANT OF THIS POSITION

In accordance with General Orders 2.40, I do solemnly declare that I will abide by the terms and conditions outlined under this Job Description as an officer of the Public Service of Papua New Guinea and may be held accountable or penalized for any breach of the Revised General Orders 2012 during my term of employment.

Signed: _____